



## **Chesapeake Registry Time & Attendance Instructions**

### **CLOCK-IN \*Listen for “Clock-In Successful” to ensure your clock-in is complete.**

1. Pick up the phone and it automatically dials into the system.  
**PLEASE WAIT A FEW SECONDS FOR VOICE PROMPT!**
2. Enter your Phone PIN number (Provided by your Agency) followed by the **#** sign.
  - a. *If you do not know your Phone PIN then call your **Agency**.*
3. If you belong to more than 1 agency you will be prompted to select the agency you are scheduled for. Enter the agency number and **#** sign.

### **CLOCK-OUT \*Listen for “Clock-Out Successful” to ensure your shift is recorded.**

1. Pick up the phone and it automatically dials into the system.  
**PLEASE WAIT A FEW SECONDS FOR VOICE PROMPT!**
2. Enter your Phone PIN number followed by the **#** sign.
3. Enter the code for the Unit you worked in followed by the **#** sign.

<b><u>Unit Name</u></b>	<b><u>Code</u></b>
3E Med/Surg	863
4E Med/Surg	862
Critical Care	861
Emergency Department	1037
Observation	1389
Occupational Therapy	1392
Physical Therapy	1393
Respiratory	1390
Telemetry	860
OR	1422
Radiology	1405
Cath Lab	1406

**FOR HELP OR LOST PHONE PIN # – TALK TO YOUR AGENCY**

**\*\*\* CALL 443-690-6438 TO NOTIFY OF ANY TECHNICAL ISSUES \*\*\***

**IMPORTANT:**

**YOU STILL NEED TO HAVE YOUR PAPER TIMECARDS  
SIGNED AS YOU DO NOW**